



**Dorothy Hart Community Center
408 Canal Street
Fredericksburg, VA 22401
540-372-1086**

Normal Operating Hours

Monday – Thursday: 9:00 am – 9:00 pm
Friday 9:00am – 4:00pm
Saturday: Closed
Sunday: Closed

After Hours

Monday –Thursday: 9:00 pm – 11:00 pm
Friday: 4:00 pm – 12:00 am
Saturday: 9:00am – 12:00am
Sunday: 9:00am – 11:00pm

Dorothy Hart Community Center Rental Rates (All fees are by the hour or any portion of an hour)			
	Deposit (in addition to rental fee)	*Regular Hours	**After Hours Usage Fees (if staff available)
Auditorium & Kitchen 200 people max seated 500 people max standing Alcohol Usage in Auditorium	\$175 PLUS \$300	\$60 For up to 4 hours \$25 Each additional hour PLUS \$200 Admin fee tracking/scheduling	\$25 per hour PLUS \$60 Staffing Fee PLUS \$200 Admin fee tracking/scheduling
Room 1 – max 49 people *** Room 2 – max 39 people *** Room 3 – max 20 people *** Alcohol Usage in Room	\$50 PLUS \$200	\$20 For 4 hours/per room \$20 Each additional hour PLUS \$200 Admin fee tracking/scheduling	\$20 Each hour (minimum of 2 ours) PLUS \$60 Staffing Fee PLUS \$200 Admin fee tracking/scheduling
Kitchen – max 10 people	\$25	\$20 For 4 hours used alone \$10 used with another room	\$20 Each hour used alone \$20 used with another room PLUS \$60 Staffing Fee

Room 1: 49 people seated

Room 2: 39 people seated

Room 3: 20 people seated

Auditorium: 200 people seated

Room 1: 36 people with 6 tables **maximum** for all other set ups

Room 2: 30 people with 5 tables **maximum** for all other set ups

Room 3: 12 people with 3 tables **maximum** for all other set ups

Auditorium: 30 tables **maximum for** Banquet and Meeting set ups

12 tables & 96 chairs maximum for Dance set up

Department reserves the right to increase deposits and/rental rates for users who have previously had deposits held. Rental rates are by the hour. There are no partial hour payments. Groups that leave early will not receive a pro-rated refund on unused portion of rental time unless that time exceeds 2 hours.

Dorothy Hart Community Center Rental Contract

LESSEE RESPONSIBILITIES

- a) Rental deposit is due at time of reservation. All other fees must be paid at least *two* weeks prior to rental date. ***Failure to do so will result in loss of reservation and forfeiture of rental deposit.***
- b) An inspection will be performed before and after each event by staff and lessee.
- c) Rental fee includes: use of the specific areas rented during the allotted time, access and egress via the community center lobby, use of public restrooms, use of the department's tables, chairs and audio-visual equipment (if available), room set-up and break-down. Unless a separate rental fee is paid for its use, the lobby area is for access and egress only; it is not to be decorated nor used as a congregation site for attendees to the event sponsored by the lessee.
- d) Lessee of the auditorium maybe required to be covered by a comprehensive liability policy in the amount of at least \$1,000,000 in effect the dates of facility use, a copy of which is to be submitted to the office 2 weeks prior to rental. This will not be required for business meetings, or other passive activities.
- e) If the department is to set-up tables and chairs for the lessee, it is his responsibility to provide the department with diagram of room set-up at least ***two weeks*** prior to event. Failure to comply will result in appropriate number of tables and chairs being left in the room for lessee to set-up. Department not responsible for set ups that use more than the recommended tables & chairs.
- f) Trash from the rented room(s) should be picked up, bagged and place in trash cans on the side of the building by the kitchen.
- g) The floor should be void of all major spills and trash. ***Please see staff for appropriate mop to be used on Auditorium floor.***
- h) Table tops should be clean and wiped down if appropriate. Tables should be in good working condition.
- i) Streamers and other decorations may be put up, provided they are taped to the molding or window sills, and are removed after use. ***ABSOLUTELY No Thumbtacks or Tape on Walls.***
- j) Bathrooms should be left neat and orderly.
- k) Lessee shall be responsible for payment for damages to the property and the equipment of the City of Fredericksburg exclusive of ordinary wear and tear.

GENERAL RENTAL POLICIES

- a) There is no smoking permitted in the community center.
- b) ***Only Soft Sole Shoes*** are permitted on the auditorium floor; any damage to floor could result in forfeiture of rental deposit.
- c) Kitchen is to be used for re-heating only. ***NO HEAVY COOKING OR FRYING***
- d) There is to be no confetti, glitter or rice used in decorating, or thrown. Birdseed may be thrown outside only.
- e) Children in attendance at an event sponsored by the lessee must be under the immediate and close supervision of an adult over the age of 18 at all times. Chaperones must be 1 for every 20 children under 18. Under no circumstances are children permitted to wander throughout or exit the building without an adult. ***Parents of children who do not comply with this rule will be asked to leave the facility. No Exceptions.***
- f) A list of chaperones (1 adult per 20 children under 18 years) must be given to the Parks and Recreation staff when group arrives at the building. A representative of the rental party is to check in with the Parks and Recreation staff and check out with staff before leaving. Responsible party is expected to remain with the group the entire time of rental. Failure to check in and check out may result in forfeiture of deposit.
- g) Rental activities must not disrupt other activities at the community center. All music/musical performances must end at or before ***10:30p.m.*** Music must not be heard on the streets adjacent to the community center. Any complaints and music must be lowered. ***Three*** requests to lower the music volume and the event will be terminated and may result in loss of deposit and any rental fees for time unused.

- h) Ticket sales or admission fees may not be collected for events held at the Community Center unless prior approval has been given by the Parks and Recreation Department.
- i) Any advertising for the event must be approved by the Parks and Recreation Department.
- j) Any disrespectful behavior toward Parks and Recreation staff by any member of rental party or their guests will result in the forfeiture of the deposit and the possibility of refusal of future rentals.
- k) Maximum occupancy rates for various community center spaces are as follow: Auditorium, 200 seated/500standing; Room 1, 49 maximum; Room 2, 39 maximum; Room 3, 20 maximum. (This does not include room for tables).

The community center is available on a first-come, first served basis, around events and programs sponsored by the Parks and Recreation Department. Groups who want to use the facility on a weekly or even monthly basis may schedule rooms (if available) for a 2 month period only. The security deposit is due at the time of the initial reservation, and will be carried over if appropriate for the next date reserved. In any case the total rental fee must be paid 2 weeks prior to the event. The Fredericksburg Parks, Recreation and Public Facilities reserves the right to deny requests and to make last minute room assignments based on total program demand. After the two month rental, a continuation of the rental may be arranged on a month by month basis if facility space and staff are available.

FEE WAIVERS

At the Director's discretion, up to one-half the regular rental fee may be waived for city based non-profit service, charitable, educational or recreational organizations. Groups such as City public and private schools, City-based local chapters of service foundations, and department sponsored groups may have the base rental fee waived completely. ***If a rental fee waiver is granted, the organization is still responsible for Deposits and a \$60 after hour's usage fee.*** Service organizations without full waiver may use the community center free of charge up to once a month (based on availability) between 9:00 am and 5:00pm Monday thru Thursday, and 9:00am and 4:00pm Friday.

DEPOSIT

- a) Rental deposit is due at time of reservation. All other fees must be paid in full **2 weeks** prior to rental date. Failure to do so will result in loss of reservation and forfeiture of rental deposit.
- b) Deposit will be refunded if renter leaves facility on time and facility is left clean, and complies with all rules in the rental policy.

CANCELLATIONS

- a) If activities at the Community Center are cancelled due to inclement weather, building rentals may still occur. Please call 372-1086 ext. 0 to confirm the rental.
- b) If Fredericksburg Government Offices are closed because of inclement weather, then all activities and rentals are cancelled for the day (or evening). If event is cancelled for this reason, then a full refund will be given.
- c) Cancellations of facility rental received at least **2 weeks** in advance of rental date will receive a full refund.
- d) Cancellations made in **less than 2 week** in advance will result in loss of rental deposit and Staffing fee, rental fee only will be refunded. Special concerns regarding cancellation must be addressed at the time initial reservation is made.
- e) Groups must arrive within one hour of designated rental time, or reservation will be considered cancelled, and no refunds will be given.

Failure to comply with any of the above rules shall result in lessee losing rental deposit and possible rental privileges.

Dorothy Hart Community Center

Rental Contract

Date of Event _____ Day of Week _____

Event Title _____ Type of Event: _____

Time of Event (*including set-up and clean up of your event*) _____ - _____

Group/Business _____ Business Phone: _____

Group/Business Address: _____

City _____ State _____ Zip _____ Email _____

Contact Person: _____ Contact Title _____

Contact Day Phone: _____ Evening/Cell: _____

Person Responsible for Clean-up _____ Phone (____) _____

Send Refund To (if different from above) _____

_____ CITY _____ ST _____ ZIP _____

I, _____ (contact person), as representative of the
Group/Business _____

in consideration for the use of the Dorothy Hart Community Center, 408 Canal St., Fredericksburg, VA for myself and all my legal representatives do hereby agree and undertake to save and hold harmless, release and forever discharge the City of Fredericksburg, its officers, agents, employees and any and all other persons, firms and corporations, acting on behalf of the City from any and all actions, demands or claims for damages to persons or property, that may arise out of the use of said City property specified here, without regard to a negligent act or omission of the applicant, the City of Fredericksburg, or any other person, organization, firm, or corporation acting on behalf of the City.

By my signature below, I certify that I have received a copy of, read, and fully understand my rental contract, the general rental policies for Community Center, and the prescribed responsibilities for Community Center lessees. I further understand that my failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement by the onsite facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, I will ask that my guests exit the facility in a quick and orderly fashion and personally oversee the clean-up of the rental space. Finally, I understand and agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be withheld. Lessee Signature: I understand that checking the box below is equivalent of signing my name. I Accept:

Date

Lessee Name

FOR STAFF TO COMPLETE

PERMIT # _____ ROOM (s) _____

DEPOSIT AMOUNT _____ DATE PAID _____ STAFF _____ RECEIPT # _____

ROOM RENTAL FEE _____ DATE PAID _____ STAFF _____

STAFFING FEE _____ DATE PAID _____ STAFF _____

DIAGRAM RECEIVED ☐ INSURANCE ☐

STAFF TO COMPLETE AT TIME OF RENTAL: TIME IN: _____ TIME OUT: _____ STAFF _____

Note _____

Set up for Classroom Rental

Permit # _____

ROOM BEING RENTED ☐ Room 1 ☐ Room 2 ☐ Room 3

Date of Event _____ Day of Week _____

Event Title _____ Type of Event: _____

Time of event (*including set-up and clean up of your event*) _____ - _____

ESTIMATED ATTENDANCE _____ NUMBER OF TABLES _____ CHAIRS _____

OCCUPANCY MAXIMUMS: (Seated numbers are the **maximums**, with chairs only)

Room 1: 49 people seated Room 1: 36 people with 6 tables **maximum** for all other set ups

Room 2: 39 people seated Room 2: 30 people with 5 tables **maximum** for all other set ups

Room 3: 20 people seated Room 3: 12 people with 4 tables **maximum** for all other set ups

OPTIONS FOR CLASSROOMS: (Check one)

_____ Meeting (chairs only facing head table)

_____ Classroom style (tables with chairs behind them-maximum 6 tables in Rooms #1 or #2)

_____ Banquet style (tables with chairs on both sides in rows-maximum 6 tables in Rooms #1 or #2)

_____ Party Style (just chairs in circle with side table)

_____ Island Style (tables in center with chairs around them - maximum 6 tables)

If the department is to set-up tables and chairs for the lessee, it is Lessees responsibility to provide the department with diagram of room set-up at least *two weeks* prior to event. Failure to comply will result in appropriate number of tables and chairs being left in the room for lessee to set-up. Department not responsible for set ups that use more than the recommended tables & chairs

Equipment: ☐ Lectern/Microphone ☐ Podium ☐ Screen ☐ TV/VCR

These are available to use at the center during rental for no additional charge. Renter is responsible for all damages to equipment during use.

FOR STAFF TO COMPLETE

DAY OF RENTAL (STAFF COMPLETE) TIME IN: _____ TIME OUT: _____ STAFF _____

NOTES _____

Set up for Auditorium Rental

Permit # _____

Date of Event _____ Day of Week _____

Event Title _____ Type of Event: _____

Time of event (*including set-up and clean up of your event*) _____ - _____

Estimated Attendance _____ Number of Tables _____ Number of Chairs _____

Equipment: ☐ Lectern/Microphone ☐ Podium ☐ Screen ☐ TV/VCR

Is your event a (check one) ☐ Meeting ☐ Banquet ☐ Party

These are available to use at the center during rental for no additional charge. Renter is responsible for all damages to equipment during use.

Meeting	Banquet	Party
Tables and chairs facing presenter	Tables and chairs set up for dining; No open area for dancing	Tables and chairs set up for dining; Open area for dancing

For sample diagrams of these layouts, see page 9

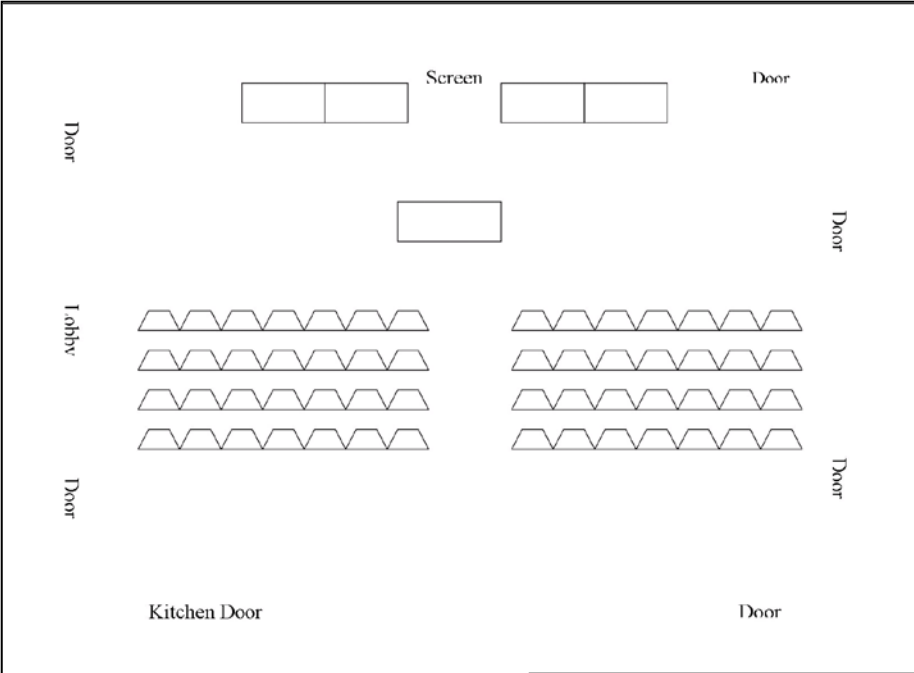
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FOR STAFF TO COMPLETE

DAY OF RENTAL (STAFF COMPLETE) TIME IN: _____ TIME OUT: _____ STAFF _____

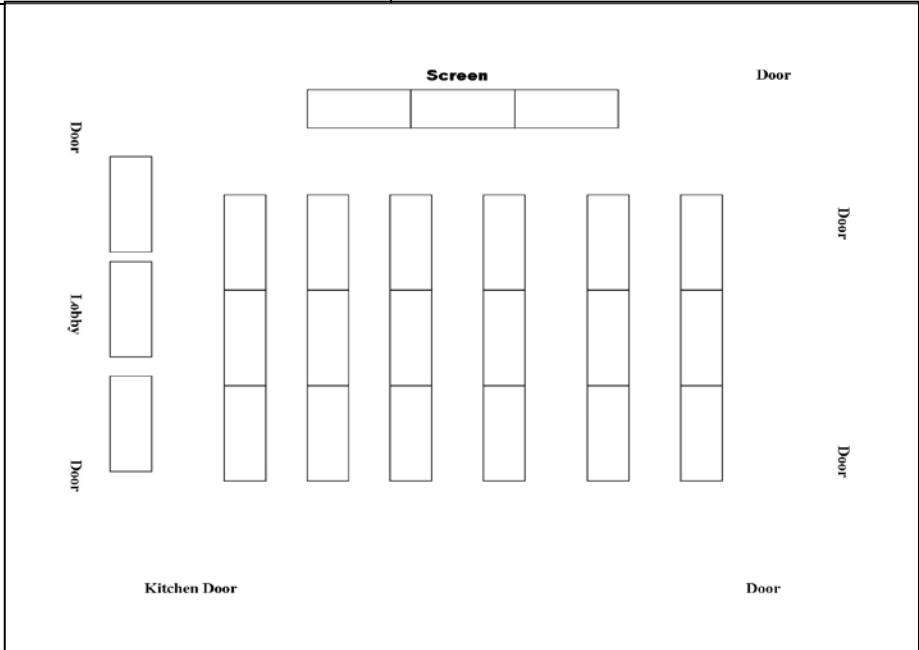
NOTES _____



MEETING



BANQUET



Party

